

Civilian Personnel Advisory Center (CPAC): Fort George G. Meade, Maryland, Installation Civilian Employee Training Calendar

July 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Independence Day Observed	4
5	6	7	8 1:30 – 4:30 Retirement Planning FERS (VTT), CPAC Tng. Rm. CANCELLED	9 9 – 11:00 OWCP for Supervisors, CPAC Tng. Room 1 – 4:30 Veteran's Employment Assistance Seminar, CPAC Tng. Room	10	11
12	13 8 – 4:15 HR for Supervisors, CPAC Tng. Room (XB8AHRs)	14 8 – 4:15 HR for Supervisors, CPAC Tng. Room Day Two	15 8 – 4:15 HR for Supervisors, CPAC Tng. Room Day Three	16 8 – 4:15 HR for Supervisors, CPAC Tng. Room Day Four	17 8 – 11:30 HR for Supervisors, CPAC Tng. Room Day Five 12 – 4:00 POSH for New Supervisors, CPAC Tng. Room	18
19	20	21	22 8 – 3:45 New Employee Orientation/No Fear Act Training, CPAC Tng. Room	23 8 – 4:30 NSPS Pay Pool Mgmt., CPAC Tng. Room Day 1	24 8 – 4:30 NSPS Pay Pool Mgmt., CPAC Tng. Room Day 2	25
26	27	28	29	30	31	

August 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 8 – 4:30 NSPS Pay Pool Mgmt., CPAC Tng. Room Day 1	5 8 – 4:30 NSPS Pay Pool Mgmt., CPAC Tng. Room Day 2	6	7	8
9	10	11	12	13 9 – 11:00 OWCP for Supervisors, CPAC Tng. Room 1 – 4:30 Veteran's Employment Assistance Seminar, CPAC Tng. Room	14	15
16	17	18	19	20	21	22
23 <hr/> 30	24 <hr/> 31	25	26 9 – 12:00 Retirement Planning CSRS (VTT) 1 – 4:00 Retirement Planning FERS (VTT), CPAC Tng. Rm. (Both)	27	28	29

September 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labor Day	8	9 1 – 4:00 Retirement Planning FERS (VTI), CPAC Tng. Room	10 9 – 11:00 OWCP for Supervisors, CPAC Tng. Room 1 – 4:30 Veteran's Employment Assistance Seminar, CPAC Tng. Room	11	12
13	14	15	16 TBA	17	18 TBA	19
20	21	22 8 – 3:45 New Employee Orientation/No Fear Act Training, CPAC Tng. Room	23 TBA	24	25 TBA	26
27	28	29	30 TBA			

October 2009 Fiscal Year 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 TBA	3
4	5	6	7 TBA	8 9 – 11:00 OWCP for Supervisors, CPAC Tng. Room 1 – 4:30 Veteran's Employment Assistance Seminar, CPAC Tng. Room	9 TBA	10
11	12 Columbus Day	13	14 TBA	15	16 TBA	17
18	19 8 – 4:15 HR for Supervisors, CPAC Tng. Room (XB8AHRS)	20 8 – 4:15 HR for Supervisors, CPAC Tng. Room Day Two	21 8 – 4:15 HR for Supervisors, CPAC Tng. Room Day Three	22 8 – 4:15 HR for Supervisors, CPAC Tng. Room Day Four	23 8 – 11:30 HR for Supervisors, CPAC Tng. Room Day Five 12 – 4:00 POSH for New Supervisors, CPAC Tng. Room	24
25	26	27	28 TBA	29	30 TBA	31

November 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 8 – 4:00 NAF HR for Supervisors, CPAC Tng. Room	3 8 – 4:00 NAF HR for Supervisors, CPAC Tng. Room	4 8 – 4:00 NAF HR for Supervisors, CPAC Tng. Room	5 8 – 4:00 NAF HR for Supervisors, CPAC Tng. Room	6 TBD	7
8	9	10	11 Veterans Day	12 9 – 11:00 OWCP for Supervisors, CPAC Tng. Room 1 – 4:30 Veteran's Employment Assistance Seminar, CPAC Tng. Room	13 TBD	14
15	16	17 8 – 3:45 New Employee Orientation/No Fear Act Training, CPAC Tng. Room	18 TBD	19	20 TBD	21
22	23	24	25	26 Thanksgiving Day	27	28
29	30					

December 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 9 – 11:00 OWCP for Supervisors, CPAC Tng. Room 1 – 4:30 Veteran's Employment Assistance Seminar, CPAC Tng. Room	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Christmas Day	26
27	28	29	30	31		

LEGEND AND NOTES:

Contact your organization Administrative or Training point of contact to the Civilian Personnel Advisory Center (CPAC) for course details and enrollment procedures.

Unless otherwise noted in the training calendar, courses will be offered in the CPAC Training Room, Room 122, Building 4432. Building 4432 is located on Llewellyn Avenue – next to the Fort Meade Post Theater. Main entry into Building 4432 is accomplished through the CPAC entrance at the rear of the building. Parking is available at the rear of the building.

Department of the Army requires that Standard Form 182 (Authorization, Agreement and Certification of Training) be completed for courses over 4 hours in length, or courses that are mandated by Army. Copies of completed SF 182 are to be kept by the employee and a file copy held in organization files. Certification of completion of training may be accomplished by an instructor/training provider, or by an organization Delegated Training Authority (DTA) upon submission of proof of completion of the training. Documentation of training (entry into the employee training history database) in the automated personnel file – Defense Civilian Personnel Data System (DCPDS) - must be accomplished by the organization representative having the appropriate DCPDS, and completed training data entry access.

Army Civilian Leader Courses (Civilian Education System – CES). Enrollment into the four mandatory CES leader courses is accomplished through the Civilian Human Resources Training Application System (CHRTAS). Link to CHRTAS to create a student profile and enroll in courses - <https://www.atrrs.army.mil/channels/chrtas/default.asp?page=main.asp>

Department of the Army policy mandates that end-user computer software training (e.g. Microsoft Word, Excel, and PowerPoint) be completed on-line, at “Army e-Learning”. The policy expires 8 January 2009 (http://www.apd.army.mil/pdffiles/1350_07_1.pdf) unless incorporated into Army regulation. “Army e-Learning” offers a large selection of interactive courses in addition to the end-user software courses. To register for “Army e-Learning” go to “My Professional Data” at your AKO home page and link to “My Training”. Once there you will find a link to “Army e-Learning”.

Point of Contact for this training calendar is the Civilian Employee Training Manager, Fort Meade CPAC, telephone 301-677-6766.